



Masterton Trust Lands Trust

BOARD PACK

for

MTLT (Open)

Monday, 18 July 2022

4:30 pm

Held at:

MTLT Board Room

189 Queen Street, Masterton

AGENDA

MTLT (OPEN)



Name:	Masterton Trust Lands Trust
Date:	Monday, 18 July 2022
Time:	4:30 pm to 6:30 pm
Location:	MTLT Board Room, 189 Queen Street, Masterton
Board Members:	Leanne Southey (Chair), Christine Brewster, John Bunny, Gary Caffell, Tom Hullena, Bex Johnson, Frazer Mailman, Sandy Ryan
Attendees:	Andrew Croskery (GM), Stephanie Rix (Secretary)

1. MEETING OPENING.

1.1 Apologies.

1.2 Late items.

Members to advise of any late items they wish to be considered.

If a Trustee wishes to bring an item to the board meeting, it must be notified to the office by the Monday prior to the board meeting, for inclusion and distribution in the agenda. Items defined as late items (i.e. received after the agenda has been prepared and eligible for consideration by Trustees) are only those items which cannot be left until the following meeting.

1.3 Declaration of interest.

The Chair to ask Trustees present to declare any agenda items in the Open meeting in which they may have either a financial conflict of interest or the appearance of possible bias, and acknowledge receipt of the Register of Interests (attached).

Note: The information contained in the Register of Interests is derived from the Member Disclosure Statement. Please check and advise any changes required.

Supporting Documents:

1.3.a	Register of Interests - July 2022.pdf	6
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2. MINUTES OF PREVIOUS MEETING.

2.1 Minutes of meeting held 7th June 2022.

Minutes of previous meeting to be confirmed (attached).

Supporting Documents:

2.1.a	Minutes : MTLT (Open) - 7 Jun 2022	8
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2.2 Matters arising.

3. USE OF SEAL.

3.1 Approval of affixing of the common seal.

The affixing of the common seal by Trustees/General Manager to the following to be approved:

- BRU010 - Aratoi Regional Trust - Deed of renewal of lease.
- CHA001 - Bridgestone NZ Ltd - Deed of variation of lease.
- CHA007 - Marsh Rentals Ltd - Deed of lease.

4. FINANCE.

4.1 Financial reports.

- a. Profit and loss statement - year to date 31st May 2022 (attached).
- b. Balance sheet - as at 31st May 2022 (attached).

Supporting Documents:

4.1.a	Profit and Loss - May 2022.pdf	13
4.1.b	Balance Sheet - May 2022.pdf	14

5. TRUSTEES' REMUNERATION.

5.1 Trustees' remuneration.

Remuneration Authority determination for the period 1 July 2022 to 30 June 2023 (attached).

Supporting Documents:

5.1.a	Remuneration Authority Determination 2022-23.pdf	15
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6. LATE ITEMS.

6.1 Late items as advised from 1.2 above.

7. GENERAL BUSINESS.

7.1 General business.

8. MOVE INTO COMMITTEE.

8.1 The Chair to move that the meeting moves into committee.

That the public be excluded from the following parts of the proceedings of this meeting, namely:

Finance items, Grant requests, Property items, Staff matters.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section

48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of its resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of the resolution
Property items	Commercial sensitivity	7(2)(b)(ii)
Finance items	Commercial privacy	7(2)(b)(ii)
Grant requests	Privacy	7(2)(a)
Staff matters	Privacy	7(2)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act.

9. ITEMS TRANSFERRED FROM IN-COMMITTEE.

9.1 Items transferred from In-Committee.

10. CLOSE MEETING.

10.1 Next meeting date.

Next meeting: MTLT (Open) - 29 Aug 2022, 3:30 pm



Masterton Trust Lands Trust
 Register of Board Membership Interests
 Masterton Trust Lands Act (2003)

Trustee: Leanne Southey	
Memberships of community organisations:	<ul style="list-style-type: none"> • Trade Aid, Masterton (tenant of MTLT) • Red Star Squash Club • Wairarapa District Health Board • Wellington Free Ambulance Board • Wellington Water Ltd Board • Friends of Aratoi
Other interests:	<ul style="list-style-type: none"> • Lease of Unit 7+8 Enterprise Village (related party) • Accountant for some Trust tenants • Accounts for some Trust grant recipients
Trustee: Christine Brewster	
Memberships of community organisations:	<ul style="list-style-type: none"> • Wairarapa Justice of the Peace Assn • Masterton South Rotary Club
Trustee: John Bunny	
Memberships of community organisations:	<ul style="list-style-type: none"> • Wairarapa Justice of the Peace Assn • Wairarapa Rescue Trust (Chair) • St. Patricks Church Committee (Chair) • M.S.D. – Benefit Review Committee • Wairarapa C.A.B. – Board member / Volunteer interviewer • Wairarapa Parish Finance Committee • Masterton South Rotary Club • Young Mens Tennis Club • Masterton Golf Croquet Club • Masterton Community Centre Trust
Trustee: Frazer Mailman	
Memberships of community organisations:	<ul style="list-style-type: none"> • Masterton District Council (Councillor) • Wairarapa Youth Charitable Trust (Chair) • Wairarapa Road Safety Council (Chair)
Trustee: Sandy Ryan	
Memberships of community organisations:	<ul style="list-style-type: none"> • Masterton District Council (Councillor) • Lansdowne Residents Assn (Deputy Chair)
Trustee: Bex Johnson	
Memberships of community organisations:	<ul style="list-style-type: none"> • Masterton District Council (Councillor) • Trust House (Director) • Masterton Theatre Company • Masterton Club • Masterton Community Trust • SPCA Wairarapa • Friends of Aratoi

Trustee: Gary Caffell	
Memberships of community organisations:	<ul style="list-style-type: none"> • Masterton District Council (Councillor) • Masterton Bowling Club (President) • Masterton Community Centre Trust

Trustee: Tom Hullena	
Memberships of community organisations:	<ul style="list-style-type: none"> • Ngā Pūmanawa Tūpuna / REAP (Advisor) • Makoura College Board (Chair) • Masterton Community Centre Trust

General Manager: Andrew Croskery	
Memberships of community organisations:	<ul style="list-style-type: none"> • Wairarapa Rescue Trust • Masterton Judo & Ju Jitsu Academy

MINUTES (in Review)

MTLT (OPEN)



Name:	Masterton Trust Lands Trust
Date:	Tuesday, 7 June 2022
Time:	3:30 pm to 5:05 pm
Location:	MTLT Board Room, 189 Queen Street, Masterton
Board Members:	Leanne Southey (Chair), Christine Brewster, John Bunny, Gary Caffell, Frazer Mailman, Sandy Ryan
Attendees:	Andrew Croskery (GM), Stephanie Rix (Secretary)
Apologies:	Bex Johnson, Tom Hullena

1. MEETING OPENING.

1.1 Apologies.

The apologies from Bex Johnson and Tom Hullena were accepted.

1.2 Late items.

The Chair asked Trustees to advise of any late items they wish to be considered.

No late items.

1.3 Declaration of interest.

The Chair asked Trustees present to declare any agenda items in the Open meeting in which they may have either a financial conflict of interest or the appearance of possible bias, and acknowledge receipt of the Register of Interests included with the board pack.

Leanne Southey: Wellington Free Ambulance - Board member.

2. MINUTES OF PREVIOUS MEETING.

2.1 Minutes of meeting held 26th April 2022.

MTLT (Open) 26 Apr 2022, the minutes were confirmed as presented.



Resolution:

That the minutes of the meeting held 26th April 2022 be confirmed as a true and correct record.

Decision Date: 7 Jun 2022
Mover: Gary Caffell
Seconder: Sandy Ryan
Outcome: Approved

2.2 Matters arising.

No matters arising.

3. USE OF SEAL.

3.1 Approval of affixing of the common seal.



Resolution:

That the affixing of the common seal by Trustees/General Manager to the following be approved:

- QUE400 - Whaiora - Deed of sublease to Wellington Free Ambulance.
- CHU005/5 - Gawith Burridge - Deed of Renewal of Lease.
- QUE136 - Pharmacy Solutions Ltd - Deed of Renewal and Variation of Lease.

Decision Date: 7 Jun 2022

Mover: John Bunny

Seconder: Christine Brewster

Outcome: Approved

4. FINANCE.

4.1 Financial reports.

The following financial reports were received:

- Profit and loss statement - year to date 30th April 2022.
- Balance sheet - as at 30th April 2022.

5. LATE ITEMS.

5.1 Late items as advised from 1.2 above.

No late items.

6. GENERAL BUSINESS.

6.1 General business.

No general business.

7. MOVE INTO COMMITTEE.

7.1 The Chair to move that the meeting moves into committee.



Resolution:

That the public be excluded from the following parts of the proceedings of this meeting, namely:

Finance items, Grant requests, Property items, Staff matters.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of its resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of the resolution
Property items	Commercial sensitivity	7(2)(b)(ii)
Finance items	Commercial privacy	7(2)(b)(ii)
Grant requests	Privacy	7(2)(a)
Staff matters	Privacy	7(2)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act.

Decision Date: 7 Jun 2022
Mover: Leanne Southey
Seconder: Gary Caffell
Outcome: Approved

The meeting moved to In-Committee at 3.35pm.

Open meeting resumed at 5.00pm.

8. ITEMS TRANSFERRED FROM IN-COMMITTEE.

8.1 Items transferred from In-Committee.

a) MTLT annual accounts 2021/22.

Resolution:

That the MTLT annual report for the year ended 31st March 2022 be approved.

[John Bunny / Christine Brewster] APPROVED

b) MTLT audit 2021/22.

Resolution:

That the BDO Audit Completion Report for the year ended 31st March 2022 be accepted.

[John Bunny / Christine Brewster] APPROVED

c) Whakaoriori wellbeing project grant 2022/23.

Resolution:

That a Whakaoriori Wellbeing Project grant of \$38,609 be approved to Lakeview School and Whareama School for the Kia Hākinakina - Values-based play programme. This grant is to cover programme costs for a two-year period and will be paid in two instalments. The first

instalment will be paid immediately, and the second instalment will be paid early 2023 subject to satisfactory reporting.

[Christine Brewster / Frazer Mailman] APPROVED

d) Education grants 2022/23.

Resolution:

That the schedule of grants attached totalling \$122,271 be approved - summarised as follows:

- Community education grants \$119,271
- School event grants \$3,000

[Christine Brewster / Frazer Mailman] APPROVED

e) Civic grant 2022/23.

Resolution:

That a civic grant of \$25,000 be approved to the Masterton District Council (Library) to purchase resources (books, discovery kits, e-books, etc) and support literacy programmes (cultural, digital, financial wellbeing and literacy).

[Christine Brewster / John Bunny] APPROVED

The following conflicts of interest were noted in respect of this resolution:

- Sandy Ryan, Frazer Mailman, Gary Caffell - MDC Councillors.

f) Concessional rent grant 2022/23.

Resolution:

That a concessional rental grant of \$5,200 per annum (based on a nominal \$100 per week) be approved to Ahmadiyya Muslim Community for a one year period 1 April 2022 to 31 March 2023. Operating expenses are to be charged in line with other concessional rentals.

[John Bunny / Frazer Mailman] APPROVED

g) Community grants 2022/23.

Resolution:

That the community grant application form and criteria, as presented, be approved.

[Sandy Ryan / Gary Caffell] APPROVED

h) Aratoi - Memorandum of Understanding.

Resolution:

That the Memorandum of Understanding between Aratoi, MDC, and MTLT, for the period 1st July 2021 to 30th June 2027 be approved for execution.

[Christine Brewster / John Bunny] APPROVED

The following conflicts of interest were noted in respect of this resolution:

- Sandy Ryan, Frazer Mailman, Gary Caffell - MDC Councillors.

9. CLOSE MEETING.

9.1 Next meeting date.

Next meeting: MTLT (Open) - 18 Jul 2022, 4:30 pm

Meeting closed at 5.05pm.

Signature: _____

Date: _____

Profit & Loss
Masterton Trust Lands Trust
April 2022 to March 2023

	Apr-21 Actual \$	May-21 Actual \$	YTD \$
Income			
Rent	450,306	448,168	898,474
Tenant recoveries	53,095	49,172	102,267
Other revenue	-3,047	600,578	597,531
Covid-19 rent abatement	-2,289	-2,753	-5,042
Total Income	498,065	1,095,165	1,593,230
Gross Profit	498,065	1,095,165	1,593,230
Less Operating Expenses			
Administration costs	10,216	57,837	68,053
Property costs	149,032	164,587	313,619
Total Operating Expenses	159,248	222,424	381,672
Operating Profit	338,817	872,741	1,211,558
Non-operating Expenses			
Interest cost	64,889	81,045	145,934
Grants			
Education grants	-39,157	31,100	-8,057
Civic grants	0	0	0
Community grants	0	0	0
Art grants	25,000	0	25,000
Concessional rent grants	61,150	61,150	122,300
Grant Recovery	0	0	0
Total Grants	46,993	92,250	139,243
Total Non-operating Expenses	111,882	173,295	285,177
Net Profit	226,935	699,446	926,381

Balance Sheet

Masterton Trust Lands Trust As at 31 May 2022

31 MAY 2022

Assets

Bank

Transaction account	793,767
Grant - project reserve	60,243
Maintenance Reserve	469,415
MTLT Maintenance TD 1008	750,000
MTLT Maintenance TD 1007	750,000
Total Bank	2,823,425

Current Assets

Accounts Receivable	2,271
Total Current Assets	2,271

Fixed Assets

Land & Buildings (Investment Portfolio)	85,992,092
Property, plant & equipment	199,198
Property, plant & equipment - accumulated depreciation	(66,544)
Total Fixed Assets	86,124,746

Total Assets	88,950,443
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Liabilities

Current Liabilities

Accounts Payable	87,887
ANZ term loan	17,988,761
GST payments & receipts	60,214
Interest Accrued	81,045
Roundings	-
Spark Interest Free payment	949
Total Current Liabilities	18,218,857

Non-current Liabilities

Derivative Financial Instruments	(45,258)
Total Non-current Liabilities	(45,258)

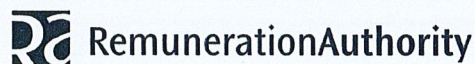
Total Liabilities	18,173,599
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Net Assets	70,776,844
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Equity

Current Year Earnings	926,383
Retained earnings	69,850,461

Total Equity	70,776,844
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PERSONAL AND CONFIDENTIAL

21 June 2022

Mr Andrew Croskery
Secretary-Manager
Masterton Trust Lands Trust
PO Box 90
MASTERTON 5811

By email: andrew@mtlt.org.nz

Dear Mr Croskery

DETERMINATION FOR THE POSITIONS OF MEMBERS OF THE MASTERTON TRUST LANDS TRUST

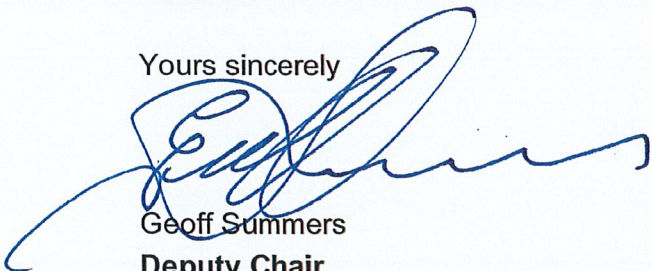
I am pleased to enclose the Authority's determination for the above positions, effective from 1 July 2022 and expiring on 30 June 2023.

In making this year's determinations, the Authority took into account the submissions received from the Members of the Masterton Trust Lands Trust along with the mandatory criteria that the Authority must have regard to when making its determinations for independent statutory officers and board members as listed in sections 18 and 18A of the Remuneration Authority Act 1977 (the Act).

It would be appreciated if you would ensure that each office holder is provided with a copy of this cover letter and the enclosed determination for their personal information and retention.

A copy of the determination should also be passed on to the person responsible for payment.

Yours sincerely



Geoff Summers
Deputy Chair



21 June 2022

DETERMINATION NO: 49/2022

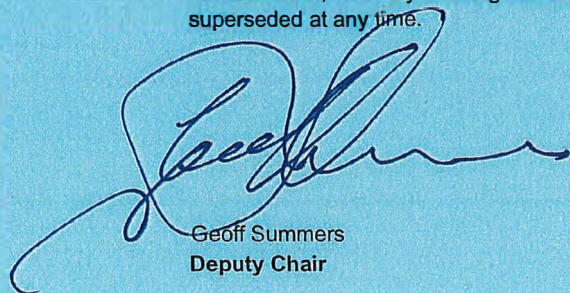
**DETERMINATION OF REMUNERATION FOR MEMBERS OF THE
MASTERTON TRUST LANDS TRUST**

Pursuant to section 22 of the Masterton Trust Lands Act 2003 and to the Remuneration Authority Act 1977, the Remuneration Authority makes the following determination of remuneration in respect of the positions stated, to be effective on and from 1 July 2022.

1. Office	Honorarium per annum	<u>Last year</u>
Chair	\$20,000	\$18,720
Chair, Deputy	\$10,950	\$ 9,670
Chair, Grants Committee	\$10,950	\$ 9,670
Chair, Audit and Risk Committee	\$10,950	\$ 9,670
Chair, Education & Culture	\$10,950	\$ 9,670
Member	\$6,730	\$ 5,450

2. Members must not be paid any meeting fees or other additional remuneration unless the payment is first approved by the Remuneration Authority.

3. This determination expires on 30 June 2023. In terms of section 19 of the Remuneration Authority Act 1977 this determination remains in force beyond its stated expiry date until superseded by another determination, and may on the grounds stated in s.19(4) of the Act be amended or wholly or partly superseded at any time.



Geoff Summers
Deputy Chair